



Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Non-Standard Assessment Accommodation Request: 2013-14 Assessments

Introduction

A list of approved accommodations for Indiana assessments is provided in *Appendix C* of the *Indiana Assessment Program Manual* (<http://www.doe.in.gov/assessment>). A non-standard assessment accommodation is one that is **NOT** identified in the *Indiana Assessment Program Manual*, and must be approved by the Indiana Department of Education. Requests must be made by the specific dates indicated below (based on testing windows). **IMPORTANT:** A separate, original form must be submitted for each individual student per testing window. Incomplete forms and/or forms requesting more than one window cannot be processed.

Requirements

- The accommodation must be part of the student's IEP, Section 504 Plan, ILP, or Service Plan and used consistently in the classroom. Standard accommodations on the state assessment must be considered prior to requesting a nonstandard accommodation.
- The accommodation:
 - must not invalidate the construct of the assessment;
 - must align with instructional practices; and
 - must be individualized for the student who needs the accommodation.

Process

Local

- To request use of a non-standard assessment accommodation, the **Corporation Test Coordinator (CTC)** must **complete and submit the form on page 2 of this document on or before the date indicated below (based on a particular testing window)** to the Office of Student Assessment **via fax at 317-233-2196**.
 - Be certain to respond to question number 2 on page 2 of this form, as the information documented there will be used, rather than a submission of the specific IEP, Section 504 Plan, ILP, or Service Plan.
 - If the request is for a paper version of the assessment, describe in question number 3 on page 2 of the form why the student cannot use the computer-based format. Be sure to explain what technology skills the student lacks that are needed to successfully participate in the assessment using the online mode.
- Upon receipt of the request form, an email will be sent confirming receipt.

Submit a **Non-Standard Assessment Accommodation Request Form** for each appropriate testing window (form due date appears after each window).

Assessment	Form Due	Assessment	Form Due
ISTEP+ App Skills	January 6, 2014	ECA-Fall	August 26, 2013
ISTEP+ M/C	March 3, 2014	ECA-Early Winter	October 14, 2013
IMAST	March 3, 2014	ECA-Late Winter	December 16, 2013
IREAD-3 (Spring)	January 20, 2014	ECA-Spring	February 24, 2014
IREAD-3 (Summer)	May 12, 2014	ECA-Summer	April 24, 2014

IDOE

- The Director of Student Assessment will ensure review of requests.
- The results of the review will be communicated to schools/corporations approximately three weeks after receipt of the request.

IMPORTANT: The form on page 2 is used **ONLY for accommodations that are not listed** in the *Indiana Assessment Program Manual*.



Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

Non-Standard Assessment Accommodation Request Form: 2013-14

Select **ONE** testing window and applicable content area(s) (*due date appears after each window*):

Testing Window	Content Areas	Testing Window	Content Areas
<input type="checkbox"/> ISTEP+ App Skills (1-6-14)	<input type="checkbox"/> ELA <input type="checkbox"/> MA <input type="checkbox"/> SCI <input type="checkbox"/> SS	<input type="checkbox"/> ECA-Fall (8-26-13)	<input type="checkbox"/> Alg I <input type="checkbox"/> Eng I0 <input type="checkbox"/> Bio I
<input type="checkbox"/> ISTEP+ M/C (3-3-14)	<input type="checkbox"/> ELA <input type="checkbox"/> MA <input type="checkbox"/> SCI <input type="checkbox"/> SS	<input type="checkbox"/> ECA-Early Winter (10-14-13)	<input type="checkbox"/> Alg I <input type="checkbox"/> Eng I0 <input type="checkbox"/> Bio I
<input type="checkbox"/> IMAST (3-3-14)	<input type="checkbox"/> ELA <input type="checkbox"/> MA <input type="checkbox"/> SCI <input type="checkbox"/> SS	<input type="checkbox"/> ECA-Late Winter (12-16-13)	<input type="checkbox"/> Alg I <input type="checkbox"/> Eng I0 <input type="checkbox"/> Bio I
<input type="checkbox"/> IREAD-3—Spring (1-20-14)	N/A	<input type="checkbox"/> ECA-Spring (2-24-14)	<input type="checkbox"/> Alg I <input type="checkbox"/> Eng I0 <input type="checkbox"/> Bio I
<input type="checkbox"/> IREAD-3—Summer (5-12-14)	N/A	<input type="checkbox"/> ECA-Summer (4-24-14)	<input type="checkbox"/> Alg I <input type="checkbox"/> Eng I0

1) Non-standard assessment accommodation requested:

2) Respond to each question below by circling “Yes” or “No”:

Is the requested accommodation

- 1) documented in the student’s IEP, Section 504 Plan, ILP, or Service Plan? **Yes No**
 2) one in which the student is proficient? **Yes No**

3) **FOR PAPER REQUESTS ONLY:** Explain what technology skills the student lacks that are needed to successfully participate in the assessment using the online mode.

4) Date of Request: _____

Corporation Name and Number: _____

School Name(s) and Number(s): _____

Student Name: _____

Date of Birth: _____ Student’s Grade: _____

5) By signing below, I affirm that the information provided can be verified at the request of the Indiana Department of Education.

CTC Signature: _____ Date: _____

CTC Print Name: _____

CTC Telephone Number: (_____) _____

CTC Email Address: _____

IMPORTANT: Be sure to submit this request **on or before the date indicated above (based on a particular testing window)** to the Office of Student Assessment **via fax at 317-233-2196**.

If you have questions, please contact **Karen Stein**, Special Programs Assessment Specialist, at kstein@doe.in.gov or 317-232-9050.

FOR IDOE USE ONLY

____ Approved ____ Not Approved Date: _____ Initials: _____